

California State Library
Human Resources Services Office
Library-Courts Building
P.O. Box 942837
Sacramento, California 94237-0001



CEA

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: California State Library

POSITION: Chief, Administrative Services Bureau
CEA Level 1

LOCATION: Sacramento

SALARY: \$5,970 - \$10,174

FINAL FILING DATE: May 25, 2007

DUTIES/RESPONSIBILITIES

The Chief of Administrative Services is responsible for the department's administrative services functions including budget and fiscal services, business services, compliance, facilities operations, human resources, management analysis and communications. This position is a key member of the Administrative Council which consists of the top level managers in the department.

The incumbent will be responsible, in concert with the Administrative Council, policy development and implementation, particularly in regard to the administrative operations of the California State Library. Policy strategizing, consultation on program development and implementation, formulating program alternatives, ensuring compliance with applicable policies, procedures and directives and representing executive management to other state departments will be key management responsibilities.

The historic Library and Courts I (LCI) building, where some public services and administrative services are currently housed, is slated to be completely renovated beginning in 2009. The incumbent will be responsible for the planning and implementation of all relocation activities during a two year period when all LCI functions and the library's collection will be relocated to alternate facilities.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

- In-depth knowledge of principles and practices of public management and administration.
- In-depth understanding of governmental processes.
- Expertise in public finance, including budget preparation and expenditure control.
- In-depth knowledge of system analysis and program evaluation techniques.
- Knowledge of the State of California's budget, accounting, business services, and human resources functions.
- Experience working with federal, state, and local government entities.
- Demonstrated ability to work well in a team setting.
- Ability to communicate effectively, both orally and in writing.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management ; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from broad managerial experience with substantial participation in the formulation, operation, evaluation and/or implementation of program policies. (Experience may have been paid or volunteer; in State service, other government settings or in a private organization).

EXAMINATION INFORMATION

This examination will consist of a review by a screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in this bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70.00% must be attained. Interviews of the most highly qualified candidates will be held on May 31, 2007, in Sacramento. All candidates will be notified in writing of their examination results. The result of this examination will be used only to fill the position of Chief, Administrative Services Division with the California State Library. Applications will be retained for twelve months.

FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications **must submit:**

- A standard State application (Std. Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the minimum qualifications listed above.
- A "Statement of Qualifications". The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not be more than four pages in length.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Interested applicants should submit a standard State application (Std. Form 678), resume and Statement of Qualifications to:

California State Library
Human Resources Services Office
914 Capitol Mall, Room 215
P. O. Box 942837
Sacramento, CA 94237-0001
Attention: Traci Ferris

Applications must be received by **5:00 p.m. on May 25, 2007**, the final filing date. **Applications postmarked, personally delivered, or received via inter-office mail after the final filing date will not be accepted.** Applications are available at the address above or on the State Personnel Board web site at www.spb.ca.gov/employment/stateapp.htm. General questions concerning this announcement should be directed to Traci Ferris at (916) 654-0204. For questions regarding the position, please call Phyllis Smith at (916) 651-8341.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Std. Form 678). The Human Resources Services Office will contact you to make specific arrangements.

The California State Library reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833